

CITY OF HAYWARD
AGENDA REPORT

AGENDA DATE 02/06/01

AGENDA ITEM 9

WORK SESSION ITEM

TO: Mayor and City Council

FROM: City Manager

SUBJECT: Authorization for Award of Contract For Computer Network Design, Installation and Configuration

RECOMMENDATION:

It is recommended that the City Council adopt the attached resolution authorizing the City Manager to execute a contract not to exceed \$90,000 with ExtraTeam for technology related professional services.

BACKGROUND/DISCUSSION:

The City periodically contracts with technical consulting firms on an as-needed basis to assist City staff with a variety of technology related projects. These firms are generally used to provide direct technical services such as the installation and configuration of newly purchased hardware, to act as a technical advisor for tasks requiring highly specialized knowledge, and to assist with the design and implementation of new systems.

Over the last several months, City staff has been contracting with a firm by the name of ExtraTeam to assist with a number of projects which are funded under the current year's budget. These projects include the design and implementation of the City's new Permit Processing System, and the assessment of the City's existing network infrastructure as part of the Technology Master Plan which City staff is currently preparing. The contracts for these projects are below \$25,000 and are, therefore, within the limit that staff can approve without specific authorization from the City Council.

Based on the work done to-date, ExtraTeam has proved itself to be very responsive, very reliable, and highly skilled. In addition, it has demonstrated a breadth of technical expertise that would also be very useful for a variety of additional projects which the City's Technology Services Department has on its work plan for the current fiscal year. While each of these additional projects are funded in the current budget, the total cost would be approximately \$90,000 and would exceed the amount which staff can authorize without City Council approval.

ExtraTeam is based in Pleasanton, California. The firm was initially retained after interviewing several prospective consultants and after receiving excellent recommendations from other municipalities that have used its services. ExtraTeam's pricing structure adheres to the California Multiple Award Schedule and is competitive within the industry.

The additional projects which we would like ExtraTeam to work on include:

1. The installation and configuration of the hardware and software for the City's new Permits Processing System.
2. The installation and configuration of new hardware and software for the proxy server and associated network segments that connect the City's internal network to the external Internet.
3. The installation and configuration of desktop hardware and software which is being purchased as a part of the City's regular hardware replacement program.
4. The provision routine maintenance and emergency repair services which are utilized on an as-needed basis as circumstances dictate.

It is recommended that the City Council adopt the attached resolution authorizing the City Manager to execute a contract not to exceed \$90,000 with ExtraTeam for the above projects.

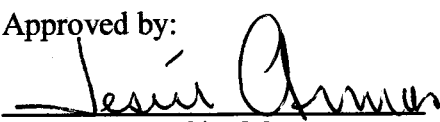
Prepared by:


Gaurav Garg, Deputy City Manager/Technology Services Director

Recommended by:


Sanford Groves, Assistant City Manager

Approved by:


Jesús Armas, City Manager

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO. _____

Introduced by Council Member _____

**RESOLUTION AUTHORIZING THE CITY MANAGER TO
EXECUTE A CONTRACT WITH EXTRATEAM FOR
COMPUTER NETWORK DESIGN, INSTALLATION AND
CONFIGURATION**

BE IT RESOLVED by the City Council of the City of Hayward that the City Manager is hereby authorized and directed to execute on behalf of the City of Hayward a contract in an amount not to exceed \$90,000 between the City of Hayward and ExtraTeam, Inc. for technology related professional services pertaining to computer network design, installation and configuration, in a form to be approved by the City Attorney.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2001

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST: _____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

City Attorney of the City of Hayward